

WORKFORCE INVESTMENT ACT

Southeast Wisconsin W.D.A. 1 Workforce Plan Supplement FOR THE

AMERICAN RECOVERY AND REINVESTMENT ACT

Submitted June 1, 2009

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WORKFORCE INVESTMENT ACT
LOCAL PLAN GUIDELINES SUPPLEMENT

TABLE OF CONTENTS

(revised July 28, 2009)

i.	Purpose.....	Page 3
ii.	Background.....	Page 3
iii.	Introduction.....	Page 3
I.	Overview.....	Page 4
II.	Adult and Dislocated Workers.....	Page 5
III.	Summer Youth.....	Page 9
IV.	Year Round Youth.....	Page 12
V.	Accountability.....	Page 12
VI.	Assurances and Signatures.....	Page 15
VII.	Public Notice for Comment and Verification.....	Page 16
Form A	Debarment and Suspension Certification	
Form B	Lobbying Certification	
Form C	Youth Service Providers	
Form D	Quarterly Enrollment and Budget Summary (Adult and Dislocated Workers)	
Form E	Quarterly Enrollment and Budget Summary (Youth Program)	
Form F	Budget Summary (Adult and Dislocated Workers)	
Form G	Budget Summary (Youth)	
Form H	Staffing Plan (Adult, Dislocated Workers, Youth)	

i. Purpose

The purpose of this Workforce Investment Act (WIA) Local Plan Guidelines Supplement is to describe how funding under the American Recovery and Reinvestment Act (ARRA) of 2009 (referred to as "Recovery Act") will be used to meet the growing demand for workforce development services.

ii. Background

The Recovery Act, signed by President Obama on February 17, 2009, is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. With the additional workforce funding provided in the Recovery Act, and the increased employment and training services such funding will support, the workforce system will play a vital role in America's economic recovery by assisting workers who are facing unprecedented challenges to retool their skills and re-establish themselves in viable career paths.

In utilizing the funding in the Recovery Act, all levels of the workforce system must be guided by four principles:

- Transparency and accountability in the use of Recovery Act funding;
- Expedited and effective use of the funds, with expenditures made concurrently with regular formula funds;
- Emphasis on training and innovative and invigorated service delivery strategies; and
- Emphasis on services for hard-to-serve populations and needs-related payments.

iii. Introduction

States and Workforce Development Areas (WDAs) are expected to spend Recovery Act funding quickly and effectively. It is Congress' intent, as well as the Obama Administration, that the majority of these funds will be utilized within the first year of availability. Congress intends that Recovery Act funds be spent concurrently with standard formula funds to greatly increase the capacity of the workforce system to serve workers in need. It is the intent of the Recovery Act that substantially increased numbers of adults and dislocated workers will be served with the infusion of formula funds, and that training will be a significant area of focus. WDBs should ensure that supportive services and needs-related payments are available to support the needs of hard-to-serve populations. The purpose of the youth funding is to provide opportunities for summer employment in addition to year-round activities. Service delivery strategies should be focused on innovative and effective approaches that both meet the demands of today's economy and result in an improved workforce system for tomorrow's global economy.

I. Overview

I.A. Implementation

I.A.1. Vision for using funds to drive change: The vision for Southeast Wisconsin is to focus summer youth jobs on public works, green job skills, project based learning, and meaningful work experience. Jobs are intended to partially lead toward entrepreneurial ventures. Training models for all stimulus projects incorporate the implementation of certifications rather than degrees along with career pathway approaches such as chunking within training models

I.A.2. Board involvement: The board just completed the 2 year plan and this as an extension of that plan in its focus and essence.

I.A.3. Youth Council: A sub-committee of a local youth council is designing the summer youth program and a community wide process was undertaken in one of the communities to develop the summer youth program.

I.A.4. Coordination & Communication: A website is being used in one county, combined with network of community and governmental organizations, utilization of JobCenterofWisconsin.com for positions, and formal competitive procurement processes including public notices. School districts are actively involved in the planning and implementation and education phases of the program.

I.A.5. Target Populations: The workforce area is providing services through one stop centers that serve all populations through an integrated holistic approach designed to meet a comprehensive array of citizen needs. Service priorities were adjusted in recent years to ensure that they accommodate vets.

I.A.6. Service Goals: Seventy percent (70%) of ARRA funds allocated for adults and dislocated workers will be used for job skills training. These funds are authorized through staff are in our Centers for completion of training vouchers during the program year in that amount. In order to accomplish this fiscal goal, Center managers and staff have met with Gateway Technical College staff to develop a series of training certifications that meet the needs of hiring employers. These training certifications target Dislocated Workers and simulate a work week with classes Monday through Friday and from 8:00 a.m. to 5:00 p.m.

Youth funds are allocated to expend 70% by October 1st through work experience employment of over 400 youth in the WDA for 8 to 10 weeks. In addition, training in job readiness, GED and high school remediation is scheduled before or during the work experiences for between 40 and 80 hours as well as weekly education on Fridays in one County to meet the 25% expenditure goal for education.

I.B. One Stop Readiness

I.B.1. Response to Customer Increase: Two of the area's one stop centers added computers to their resource rooms and services have been adjusted between resource room and workshops based upon demand. Centers have added off site workshops in evenings at additional locations such as libraries. Increased funding has been provided to service delivery agencies to expand capacity. Bi lingual staff are available at all centers.

I.B.2. Responsiveness to Economic Conditions. To address the economic conditions, customer training choices have been expanded to allow for incremental levels of training with opportunities for job search after each level.

I.B.3. Case Management for Target Populations: In house training, recent economic studies and strategic planning processes, combined with onsite labor economist involvement are being utilized to ensure case managers can address customer needs within the context of the current labor market.

II. Adult and Dislocated Workers

II.A.1. Recruitment and Outreach: The slow economy, by itself, has increased the flow of customers into the Centers and so there is no shortage of individuals needing services. Additional outreach efforts are made with community organizations, such as Urban League and the Spanish Center, to reach their customers for Center services. Community organizations and faith based organizations are partnering with the Center's to offer services within communities throughout the WDA. The linkages with Re-Employment Services, who increased services with ARRA funds, are increasing the number of referrals to Center services by up to 300% per week.

II.A.2. Reemployment Services (RES): Through the Center partnerships with Wisconsin Job Service and ARRA funds, Job Service is bringing in additional staff and increasing orientation workshops in the Centers by at least 25% in each center. This increases the flow of customers from 20 to 80 per week in the Centers for services. Staff participate on Center teams and are continually informed and trained in all services to facilitate appropriate referrals to Center services. RES customers are referred for WIA training services and not a specific training program. Training planning occurs after assessment is completed.

II.B. Target Groups:

II.B.1.a. Public Assistance: Public Assistance or Economic Support programs are integrated within all area Centers therefore W-2, FoodShare, Medicaid and Children First program participants are readily available for ARRA services. Case Managers and services staff are trained in the options available and referral procedures.

II.B.1.b. Poverty: Economic Support programs are integrated in the Centers for services to individuals and families that are in poverty. Staff, in the integrated Economic Support programs,

work with homeless shelters in our communities and so are able to make the appropriate referrals for ARRA services.

II.B.1.c. Disabled: The Centers have the State Department of Vocational Rehabilitation located on site and so can make the connection for referrals to ARRA services. In addition, two of the Centers have the County Division of Disability Services and can also make the connection for referrals to ARRA services.

II.B.1.d. Low Skilled: The Centers can identify low skilled individuals through the assessment processes used for WIA programs and plan appropriate ARRA funded services that may include Basic Skills education (located in all of our Centers), computer skills literacy through learning labs located in all Centers and job skills training.

II.B.2. Coordination: Services provided through the one stop system address comprehensive needs through leveraging and integrating numerous programs. All affiliated organizations, agencies, and entities that can help create seamless services are engaged within planning and operations as beneficial and appropriate. The integrated service delivery system in our Centers creates partnerships with organizations that service the targeted populations. These organizations include Goodwill Industries, Urban League, Spanish Center, Kenosha, Walworth and Racine Literacy Councils, HALO and Shalom Center, Community Action Agency and AFL-CIO as well as other labor unions. One center is located on the technical college campus, individuals looking for training resources are easily referred to center staff for assessment, case management and financial support for training.

II.C. Services

II.C.1.a. Supportive Services: The supportive services through our Centers remain the same for ARRA funded services.

II.C.1.b. Needs Related Payments: Needs related payments are not in use.

II.C.1.c Business Services: Business Services teams in the centers are mature teams who have established processes and organizational procedures that are up-dated regularly to ensure that they are responsive to the current climate in the business community. They coordinate all business contacts from the center and they inform and educate other center staff, including navigator's, regarding employer and business issues through web-sites, center staff and management meetings and trainings. Disability Navigator's work closely with the business services teams developing employer trainings revolving around disabled worker issues and supports and providing expertise when needed with employment issues that may arise from the case management side or the employer side.

II.C.3. Employment Obtaining Strategies: Job finding and getting strategies are a primary service focus of the one stop centers. Service adjustments are continually revised based on customer profiles and economic conditions. Recent adjustments include speed networking job

Page revised, sections II.D.1.d, II.D.1.e, II.D.1.f and II.D.1.h, July 28, 2009

search events, and vocational rehabilitation staff participation in regional business services, and the addition of a double staffed weekly resume clinic in one of the Resource Rooms.

II.D.1.Expanded Training

II.D1.a. Sectors: Advanced manufacturing, energy, weather, healthcare: enhanced sector focused strategies are under development regionally as part of numerous initiatives.

II.D.1.b. Target Populations: All target populations are standard customers of the local one stop system.

II.D.1.c. Employer Based Training: Employer based training is being expanded for entry level health and continued through the local boot camp model.

II.D.1.d. Career Pathway Approaches: Boot camp training models are continuing and expanding to include advanced training levels. This is a pathway based design. Embedded bilingual support training programs are continuing for persons with limited English skills.

II.D.1.e. Class Sized Projects: The concept of Boot Camp training is being expanded to identify additional training that is needed for area jobs. Boot Camp is training that is Monday through Friday and from 8:00 a.m. to 5:00 p.m. simulating a work week. The Centers and Gateway Technical College staff are going through a process to identify such training. Examples of training that is being considered for starting between September and December is Logistics 1 and 2, Medical Receptionist, Advanced CNC Operation, Advanced Nursing Assistant, Health Unit Coordinator and Machine Repair, these will likely be class size projects.

II.D.1.f. Credentials: Certification opportunities are being expanded through Work Keys and Boot Camps. The WDA is a partner in the WIRED Job Readiness pilot that will use WorkKeys to assess and Learning Resources to train for Work Readiness Certification. One Center is pre and post testing all summer youth using WorkKeys, addressing the word readiness gaps and awarding certifications at the end of the program.

The Boot Camps will use WorkKeys and NOCTI assessments, as appropriate, for certifications and well as those for the job skills training of the specific Boot Camp. The class size projects mentioned previously that may use the boot camp design will all offer Technical College certifications and most of the course work will provide credits that can transfer into standard degree programs.

II.D.1.g. ITA Policy Changes: No changes to ITA policies have been implemented.

II.D.1.h. Service Plan Goals: Our Centers are integrated between workforce programs for services. As a result, integrated employment goals are included within the standard service delivery design of our local one stop system. Services to WIA, W-2, FSET, RES and Children

First customers are open to ARRA funded services, although there are no specific groups that are targeted over others for services. The respective Case Managers develop employment plans with their caseload that include the appropriate Center and community services. The Case Managers are aware of ARRA services and so can include plans and goals as appropriate for the individual.

II.D.2. Recovery Act Funds

II.D.2.a. Adult Basic Skills: Funds will be provided as needed for remediation, but the primary target for funds is skill specific training. Funds will be leveraged to facilitate youth to adult program transition as needed.

II.D.2.b. Skill Gaps for Remediation: Basic skill labs maintain full time open access hours at centers and are a core service and therefore accessible to anyone. Referrals are also made to the Technical College and Literacy Councils when appropriate or to supplement.

II.D.2.c. Bridge Programs: Programs such as through RISE, are incorporated into centers as appropriate. The embedded bi-lingual support welding program has initial and on-going ESL training build into training program.

II.D.2.d. Coursework Toward Goals: Customers use individual service planning processes to define goals and steps to achieve them such as through completing specific courses.

II.D.2.e. Coenrollment: Ongoing case management is provided within all centers and participants are co-enrolled in order to leverage funding streams and programs based upon customer needs.

II.D.3. Pell Grants: All participants are required to apply for Pell

II.D.4. Training Capacity: The local workforce system uses the ITA process to approve and access new training vendors. Additionally local planning occurs with partners such as meetings recently held with the technical college to identify potential training practices. Staff training is provided such as a lunch and learn on apprenticeship.

II.D.5. New Contracts with Educational Institutions: Center Managers and staff have held formal meetings with Gateway Technical College leadership to identify potential new training strategies using the Boot Camp model. Contracts with the College may include high demand job skills training in distribution, telecommunications, advanced manufacturing and health care industries.

II.D.6. Training Investment: The local area is allocating a minimum of 70% funds for training, assigning that allocation for Case Managers to complete vouchers for job skills training as well as developing new training certifications in partnership with Gateway Technical College is the process being used to meet the spending allocation.

II.E. Coordination

II.E.1. Coordination of Services: Programs and services are integrated in our Centers. This integration gives the daily opportunity for DVR, Senior Aides, Children & Family Services, WIA, TAA, Veterans, W-2 FSET and Children First staff and their respective customers' access to any of the services another program may offer. Case Managers between the programs meet with the customer, evaluate the options for services between the programs and develop the plan that includes the appropriate services. WIA and TAA Case Managers work closely together and refer customers between their programs for the services they need. Case Managers do not co-enroll for the sake of co-enrolling. Co-enrollment occurs when customers receive services from more than one program.

II.E.2 Coordination with RES: RES are being integrated within Center services based upon the functional team and management practices of the Centers. RES workshops are being held in the Centers and community locations with the service options for RES customers being at the Centers. RES staff are able to refer to the Dislocated Worker program for any RES customer and often an RES customer may meet with the WIA Case Manager at the close of their RES session.

III. Summer Youth

III.A. Outreach and Recruitment:

III.A.1. Strategies: A comprehensive recruitment strategy included using networks, updating websites, news releases, and a WIRED project has been implemented to recruit youth for the summer youth program. Over 1,000 youth have applied within our WDA and over 9,000 youth have applied within the 7 county region.

III.A.2. 21-24 Year Old Veterans: Center staff are partnering with State and County veterans staff, some of whom are located in the one stops, to promote Summer Youth services. One County Veterans office is a summer worksite.

III.B. Target groups

III.B.1. New Strategies: Additional strategies have not been developed subsequent to submittal of WIA plan for the area.

III.B.2 New Coordination: There is increased coordination with the school districts for the summer school programs and not just the large school districts.

III.B.2.a. Department of Corrections: One portion of the workforce area is targeting gang members and potential gang members for summer youth services. Youth under court supervision with restitution orders are also a target population. This is occurring in partnership with children and family services and local corrections agencies.

III.B.2.b. Department of Children and Family: See previous.

III.B.2.c. DWD Veterans: DWD Veterans staff are onsite partners within local Centers.

III.B.2.d. Youth Apprenticeship: Apprenticeship is coordinated through partnership with schools and Gateway Technical College.

III.B.2.e. DVR: DVR is a Center partner and referral entity for youth. As an example, DVR, City of Racine, United Way of Racine County, Racine Unified School District and others were an integral part of the planning process for the summer youth program. DVR is one of the host sites and DVR enrolled participants are enrolled in the summer youth program.

III.B.2.f. Adult Apprenticeship: Staff training is occurring to improve knowledge and coordination with the youth and adult apprenticeship programs.

III.B.2.g. Department of Health Services: The Department of Health Services in each County is aware and informed of summer youth program activities.

III.B.3. Additional Strategies for 21-24 Year Olds: The gang focused projects, supervisor's positions, and Work Keys piloting are targeted to older youth.

III.C. Services

III.C.1. Service Expansion: The summer youth program represents a new approach to youth services. Traditional WIA programs are year round and have limited ability to facilitate jobs due to low levels of funding. The focus for summer youth through ARRA include public works projects, education and learning embedded within the jobs, focus on green jobs, and a focus on project based job crews.

III.C.2. 70% Expenditure Level: The area has allocated 70% or higher for expenditure by October, 2009 by development of work experience job sites for over 400 youth. These youth will be working an average of 20 hours per week for 8 to 10 weeks. The budgets are monitored weekly to ensure that spending is on target.

III.C.3.a. Design Elements: Youth jobs is the primary element contained in the summer youth program. Comprehensive elements will be provided for youth transitioning to year round services. This is expected to occur on a limited scale.

III.C.3.b. Assessment: WorkKeys, Learning Resources, and job readiness assessment will be used to assess youth.

III.C.3.c. Development of ISS: Youth will have service plans completed for academic needs, work experience goals and job skills training as appropriate.

III.C.3.d. Academic Needs: Learning will be embedded within jobs. There will be additional educational job related opportunities through some of the projects along with opportunities to continue into adult and year round programming as appropriate. Youth in one County will be able to gain academic school credit for successful completion of the job readiness and work experiences.

III.C.3.e. Follow-up: Follow up is planned for continuing participants.

III.C.4. Connection: Connections will occur for students continuing in year round program or as identified within job participation. Formal plans do not exist for connections of all youth.

III.C.5. Green: Summer youth jobs contain a strong green focus. Racine's entire summer youth program is defined Racine Green and each County in the area has public work and eco-science projects that focus on water, energy, solar or geothermal in some fashion.

III.C.6. Work Readiness: Locally designed Work Readiness Measurement Tools will be used to measure progress towards developing work readiness skills. In one County, the tool will be completed by the supervisor within the first 2 weeks of the work assignment and the measure will be completed half way through and at the end of the work assignment. It is anticipated that every youth will improve one level in at least one area measured.

III.C.7 Stipends: Stipends are being used in two Centers for job readiness and basic skills training.

III.D. Training:

III.D.1. Number of Worksites: There will be 50 -100 worksites and over 95% will be public sector.

III.D.2. Special Projects: There are numerous special projects within including fish waste composting, downtown business sustainable practices surveys, the gang project, and the Eco Science Technicians project.

III.D.3. Apprenticeships: No specific apprenticeship projects are planned at this time.

III.D.4. Collective Bargaining: No workers will be displaced as assured through monitoring and assurance provisions within all proposals, contracts, and worksite agreements.

III.D.5. Displacement: Per previous response.

III.D.6. Private Sector Benefit: For profit private placements are limited and selected solely based upon participant benefit.

III.D.7. Orientations: Orientations are planned for one to two weeks prior to work experience placement. All of the youth that will participate in a work experience are provided an orientation

to the world of work and job readiness. Examples of the orientation curriculum are attached. Group orientations are done but in some cases the orientations are done individually with the youth, sometimes in the presence of the supervisor. The documents can include the following: booklet titled "Keeping Your New Job", Grooming for Employment handout, discussion on safety and accident reporting, timesheets, missing work notification and payroll.

III.D.8. Workers Compensation: Service providers paying wages on behalf of the summer youth program will have all necessary insurances.

III.E. Selection of Service Providers

III.E.1. Procurement Process: The workforce area one stop operators conducted sole/single source procurement consistent with locally approved policies.

III.E.2. Providers: See Form C (attached).

IV. Year Round Youth

IV.1. Year Round Components: The area's year round youth program will operate as developed through the WIA workforce plan for the region. Additional components will not be added specifically in response to ARRA, although some youth will transition to continued services.

IV.2. ABE, GED/HSED or Work Readiness Certification: The workforce area will invest at least 25% of its training allocation on ABE, GED/HSED or work readiness certification. This will occur through implementation of Work Keys, Learning Resources, and educational services consistent with the areas workforce plan.

IV.3. Continued Services: Continued services will be provided to older and out of school youth who transition to year round services. All youth will receive information on services available through the one stop system in the region.

V. Accountability

V.A. Expenditures and Enrollments

Note: Racine County did not use ARRA funds for an equipment purchase as initially discussed.

V.A.1. Supplement and Non Supplant: Recovery Act investments will supplement and expand existing services. This will be monitored through enrollment increases, separate ARRA program and fiscal reporting, operational oversight, and fiscal reviews of local activities.

V.A.2. Forms

V.A.2.a. Quarterly Enrollment and Budget Summary Adult and Dislocated Worker: Form D attached

Page revised, sections V.B.1 and V.B.2, July 28, 2009

V.A.2.b. Quarterly Enrollment and Budget Summary Youth: Form E attached

V.A.2.c. Budget Back-up—Adult and Dislocated Worker: Form F attached

V.A.2.d. Budget Back-up—Youth: Form G attached

V.A.2.e. Staffing Plan: Form H attached

V.B. Monitoring

V.B.1. Monitoring: Monitoring will be provided consistent with the local monitoring practices of the workforce investment system and defined in the area's workforce plan. Center Managers or Supervisors, as well as contracted providers, will visit work sites to ensure compliance with rules and regulations. Monthly reports will be filed based on the visits.

V.B.2. Timetable: All worksites will be monitored during the term of the summer project and one area will have monitoring through visits at least every other week.

V.B.3. Oversight of Programmatic, Accountability and Transparency:

V.B.3.a. Expenditures and Enrollments: Center Managers will monitor expenditures and enrollments on a monthly basis. This information will be reviewed by the Managers and local oversight boards.

V.B.3.b. Service Providers: Service providers will be monitored consistent with local monitoring practices and these will be reviewed to ensure they meet the criteria of the Recovery Act.

V.B.3.c. Worksites and Special Projects: Worksites and special projects will be monitored consistent with expectations of the Recovery Act.

VI. Assurances and Signatures

1. The WDB, including the chief elected official of the area and providers receiving funds under Title I of the Workforce Investment Act, will comply with the Fiscal Controls established in Section 184 of WIA.
2. The WDB and chief elected official assure that they will comply with the nondiscrimination provisions of WIA section 188, including an assurance that a Methods of Administration has been developed and implemented.
3. The WDB assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA section 188.
4. The WDB assures that veterans will be provided priority access to employment and training activities authorized in section 134 of WIA.

5. The WDB assures that all WIA participants will be exposed to a full range of career choices including orienting and exposing them to training and jobs with family-supporting wages.
6. The WDB assures that financial literacy training/information is made available for all participants.
7. The WDB assures that no funds received under WIA will be used to assist, promote, or deter union organizing.
8. The WDB assures that it will comply with section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.
9. The WDB assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
10. The WDB assures that funds will be spent in accordance with WIA legislation, regulations, written DOL Guidance, Division of Employment and Training (DET) Guidance and all other applicable federal and state laws.
11. The WDB assures that no WIA funds will be spent on the development or operation of any data management systems that duplicate systems provided by the State of Wisconsin, especially ASSET, WorkNet, or Job Center of Wisconsin.
12. The WDB assures that it will comply with state program priorities and directives set out in the state plan and any subsequent modifications.
13. The WDB assures that 70% of the Recovery Act youth allocation will be spent by October 1, 2009.
14. The WDB assures that 25% of the Recovery Act youth allocation will be spent on ABE, GED, HSED or work readiness training for 18 to 24 year old youth.
15. The WDB assures that all individuals served with Recovery Act funds will be tracked in ASSET.
16. The WDB assures that all employment opportunities generated by Recovery Act activities will be made available through the Job Center of Wisconsin website.
17. The WDB assures that Recovery Act funds will not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
18. The WDB assures that all costs will be tracked and reported in accordance with the line codes established in the CORE reporting system for each contract.
19. The WDB assures that Recovery Act funds will be treated as a separate fund source to enable reporting of contract costs, subcontract costs and performance separate from other programs.

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NOTE: Signatures are also required on the Certifications in the Forms C and D.

This plan has been developed for the SE WI WDA in accordance with the terms of the WIA.

Approved for the Workforce Development Board.

Workforce Development Board Chair

Name (type or print): CHARLES L. COLEMAN

Signature: *Charles L. Coleman* Date: 7/31/09

Approved for the Counties of the Workforce Development Area

Chief Local Elected Official

Name (type or print): JIM KREUSER

Title: KENOSHA County Executive

Signature: *Jim Kreuser* Date: 8-4-09

Local Elected Officials (Optional):

Name (type or print): _____

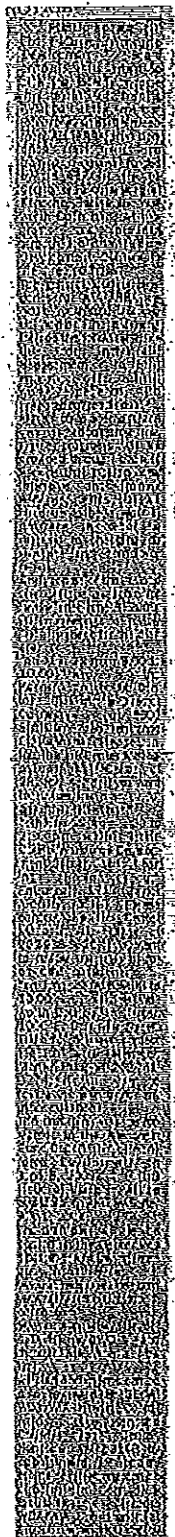
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Signature: _____ Date: _____

Name (type or print): _____

Title: _____

Signature: _____ Date: _____



STATE OF WISCONSIN

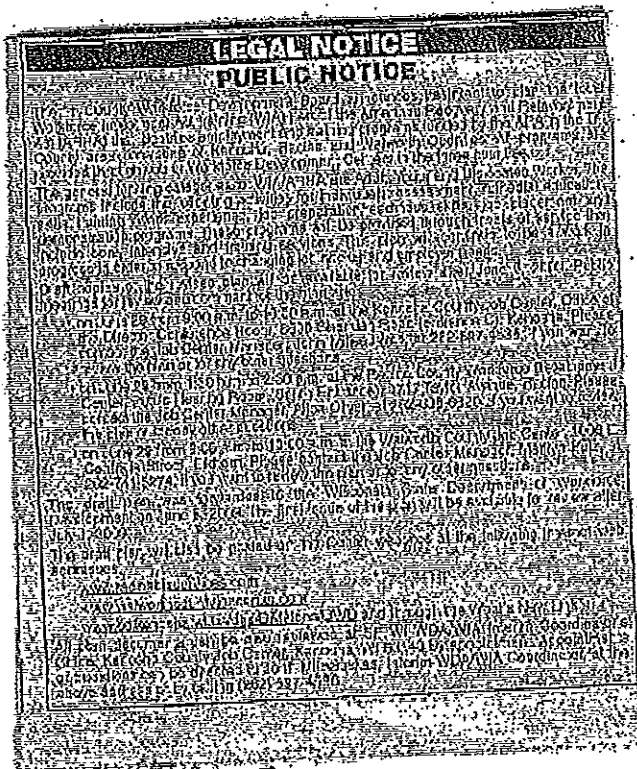
COUNTY OF KENOSHA

Dennis Hease being duly sworn, on oath says, that he/she is one of the printers of THE KENOSHA NEWS, a daily newspaper printed and published in the City of Kenosha, County and State aforesaid, and that a notice, of which the annexed printed slip is a true copy, has been published in the said KENOSHA NEWS for the term of 1 week, once each week successively, commencing the 22nd day of June, A.D. 20 09, and ending June 22nd, A.D. 20 09.

Dennis Hease
Subscribed and Sworn To before me this 22nd day of June, A.D. 2009.



Sharon K. Groenewald
Notary Public
My commission expires 10/31/12



STATE OF WISCONSIN } SS.
WALWORTH COUNTY }

Connie Hadley being duly sworn, doth depose and say that he (she) is an authorized representative of CSI Media LLC. The CSI weekly newspaper published in the city of Delavan, in said county, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on Sunday, June 21, 2009.

(Signed) Connie Hadley
Subscribed and sworn to before me this 14th day of July, A.D., 20 09.

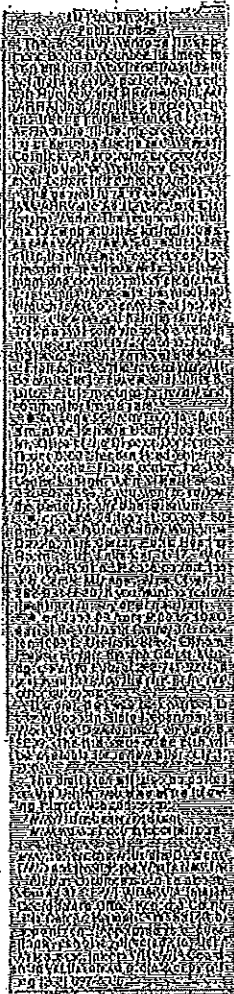
Paula Stedman
Notary Public, Walworth County, Wisconsin

My commission expires 5/26/2013, 20 13.
No. inches 15, No. Times 1 @ 14 w. s. 210.00.
No. Lines 1, No. Times 1 @ 14 w. s. 210.00.

Printer Fees 211.50
Affidavit 0.00
Total \$ 211.50

Received Payment 7/13/09 CR4539992 (14)

(Seal)
NOTARY PUBLIC
STATE OF WISCONSIN
PAULA STEDMAN



STATE OF WISCONSIN)
COUNTY OF RACINE) ss.

Jay Emmett being first duly sworn, on oath says he is one of the chief clerks of Lee Enterprises, Incorporated, a foreign corporation, licensed to do business in Wisconsin, and which corporation is the publisher, printer, and owner of the Journal Times, a daily newspaper printed and published in the City of Racine, Racine County, Wisconsin; affiant further states that this affidavit on behalf of said corporation is made in compliance with Sec. 985.12 of the Wisconsin Statutes, and that the notice (or other legal publication), a true copy of which is hereto attached, was printed and published in the Journal Times one day, the publication having been made on June 24, 2009.

Subscribed and sworn to before me this 29 day of June, 2009.
Rebecca Girard
Notary Public, Racine Co., Wisconsin
My Commission Expires 1/2

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE
AN INTEGRAL PART OF THE CERTIFICATION**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

JOHN MILISAUSKAS, INTERIM WDA COORDINATOR
Name and Title of Authorized Representative

Signature

John Milisaukas

Date

7-31-09

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

WDA #1 c/o KENOSHA COUNTY DEPT. OF HUMAN SERVICES WIA Title I-B
Grantee/Contractor Organization Program/Title

JOHN MILISAUSKAS
Name of Certifying Official

John Milisaukas
Signature

7-31-09
Date

Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB)

American Recovery and Reinvestment Act (ARRA)
Youth Service Providers

[illegible]

WDA 1 WDA

[illegible][illegible][illegible]

9	31	24	94	20	20	96
9	37	52	82	96	96	96

3	51	32	82	50	20	56	99
7	36	52	82	96	96	96	99

1	26	41	41	41	41	41
/	30	34	02	50	50	41

1	20	41	41	41	55	55
7	11	31	41	55	55	55

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	0	0	0	0	0	1
	0	0	0	0	0	0
	0	6	8	10	12	12
	5

[illegible][illegible]

1800	12600	13000	13300	18200	18400	18600	20400	20500	4080
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1800	12600	13000	13300	18200	18400	18600	20400	20800	20900
41854	8600	13500	160000	171000	188000	210250	216250	217750	219100

41854	8600	13500	160000	171000	188000	210250	216250	221750	227250
1000	100	3200	6200	9500	12500	12700	14200	14500	14400

[illegible]

	0	0	0	0	0	0	0	0
3572	1600	1000	7700	8500	9300	10200	10400	11300

3572		1600	1000	7700	8500	9300	10200	10900	10400	10300
3572	44554	22900	30700	187200	207200	228300	251750	261250	262450	285600

3572	44654	22900	30700	187200	207200	228300	251750	261250	262450	263000
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Form D

Form D

[illegible]

WDA 1 Waiworth

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
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6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010	9/30/2010	12/31/2010	3/31/2011	6/30/2011
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[illegible]

3	7	10	10	10	10	10
3	7	10	10	10	10	10
3	7	10	10	10	10	10
3	7	10	10	10	10	10

3	10	10	10	10
6	10	10	10	10
1	10	10	10	10

[illegible][illegible]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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[illegible]

0	3	4	4	4	4
0	0	0	0	0	0

[illegible]

WDA 1 - Walworth

[illegible]

Total Participants

Enrolled in Training

Occupational Classroom

051

Customized (employer based)

Receiving Supportive Services

Receiving Needs Related Payments.

ARRA Program Expenditures

Core and Intensive Services

Training

Supportive Services

Needs Related Payments

ARRA Administrative Expenditures

TOTAL ARRA Expenditures

ARBA Quarterly Enrollment and Budget Summary

WDA 1 Walworth

All figures are cumulative

[illegible]

Core and Intensive Services
Training
Supportive Services
Needs Related Payments
ARRA Administrative Expenditures
TOTAL ARRA Expenditures

[illegible]

All figures are cumulative

Total Participants
Receiving Intensive Services
Enrolled in Training
Occupational Classroom
OJT

[illegible]

All figures are cumulative

Total Participants
Receiving Intensive Services
Enrolled in Training
Occupational Classroom
OLT

[illegible]

[illegible]

ARRA Quarterly Enrollment and Budget Summary - Youth Program WDA_1

All figures are cumulative

ARRA Funded Activities
 Total Participants
 Enrolled in Work Experience
 Receiving ABE/GED/Work Ready
 Receiving Supportive Services
 Receiving Stipends
 ARRA Program Expenditures
 Youth Wages & Stipends
 Training (ABE/GED/Work Ready)
 Supportive Services
 ARRA Administrative Expenditures
 TOTAL ARRA Expenditures

Admin	Program	Qtr 1 6/30/2009	Qtr 2 9/30/2009	Qtr 3 12/31/2009	Qtr 4 3/31/2010	Qtr 5 6/30/2010	Qtr 6 9/30/2010	Qtr 7 12/31/2010	Qtr 8 3/31/2010	Qtr 9 6/30/2010
		530	540	540	540	565	565	590	590	590
		335	530	530	530	555	555	580	580	580
		530	540	540	540	565	565	590	590	590
		228	235	235	235	260	260	285	285	285
		450	450	450	450	475	475	500	500	500
		0	0	0	0	0	0	0	0	0
		361045	417299	388578	391578	391578	391578	391578	391578	391578
		15000	26750	22375	25375	25375	25375	25375	25375	25375
		17000	9200	1500	1700	1700	1700	1700	1700	1700
		27366	16258	32784	50784	50784	50784	50784	50784	50784
		393049	459507	445237	469437	469437	469437	469437	469437	469437

Form E

ARRA Quarterly Enrollment and Budget Summary - Youth Program WDA_1

1

Walworth
 All figures are cumulative

ARRA Funded Activities
 Total Participants
 Enrolled in Work Experience
 Receiving ABE/GED/Work Ready
 Receiving Supportive Services
 Receiving Stipends
 ARRA Program Expenditures
 Youth Wages & Stipends
 Training (ABE/GED/Work Ready)
 Supportive Services
 ARRA Administrative Expenditures
 TOTAL ARRA Expenditures

Admin	Program	Qtr 1 6/30/2009	Qtr 2 9/30/2009	Qtr 3 12/31/2009	Qtr 4 3/31/2010	Qtr 5 6/30/2010	Qtr 6 9/30/2010	Qtr 7 12/31/2009	Qtr 8 3/31/2009	Qtr 9 6/30/2009
		80	90	90	90	90	90	90	90	90
		40	80	80	80	80	80	80	80	80
		80	90	90	90	90	90	90	90	90
		3	10	10	10	10	10	10	10	10
		0	0	0	0	0	0	0	0	0
		25,000	82,111	85,111	85,111	85,111	85,111	85,111	85,111	85,111
		1000	6000	9000	9000	9000	9000	9000	9000	9000
		200	500	700	700	700	700	700	700	700
		2758	9884	10884	10884	10884	10884	10884	10884	10884
		0	28958	98495	105695	105695	105695	105695	105695	105695

Kenosha

All figures are cumulative

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
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Form F

ARRA Back-up Budget

☒ Adult ☐ Dislocated Worker

WDA_1_

	Administration	Program	Total
Staff Salaries	25,905	34,849	60,754
Staff Fringe Benefits	9,007	13,951	22,958
Staff Travel	500	750	1,250
Communications	-	-	-
Facilities (rent, utilities, maintenance)	1,667	2,500	4,167
Office Supplies	167	100	267
Testing & Instructional Materials	-	5,000	5,000
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	16,519	16,519
Lease	-	-	-
Training	-	-	-
Classroom (tuition, books, fees, etc.)	3,228	236,090	239,318
OJT Reimbursements	150	1,500	1,650
Customized Training	-	-	-
Supportive Services	82	7,700	7,782
Needs Related Payments	-	-	-
Audit Costs	-	-	-
Contracted Services	-	-	-
TOTAL	40,705	318,959	359,665

Form F

ARRA Back-up Budget

☒ Adult ☐ Dislocated Worker

WDA_1_ Kenosha

Kenosha

	Administration	Program	Total
Staff Salaries	7,793	13,449	21,242
Staff Fringe Benefits	3,507	6,051	9,558
Staff Travel	-	-	-
Communications	-	-	-

Facilities (rent, utilities, maintenance)	-	-	-
Office Supplies	-	-	-
Testing & Instructional Materials	-	-	-
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	-	-
Lease	-	-	-
Training	-	-	-
Classroom (tuition, books, fees, etc.)	-	88,625	88,625
OJT Reimbursements	-	-	-
Customized Training	-	-	-
Supportive Services	-	6,700	6,700
Needs Related Payments	-	-	-
Audit Costs	-	-	-
Contracted Services	-	-	-
TOTAL	11,300	114,825	126,125

Racine

	Administration	Program	Total
Staff Salaries	18,000	20,000	38,000
Staff Fringe Benefits	5,500	7,500	13,000
Staff Travel	500	750	1,250
Communications			-
Facilities (rent, utilities, maintenance)	1,667	2,500	4,167
Office Supplies	167	100	267
Testing & Instructional Materials		5,000	5,000
Equipment			-
Use/Depreciation			-
Purchase		16,519	16,519
Lease			-
Training			-

Classroom (tuition, books, fees, etc.)		107,111	107,111
OJT Reimbursements			-
Customized Training			-
Supportive Services			-
Needs Related Payments			-
Audit Costs			-
Contracted Services			-
TOTAL	25,833	159,480	185,314

Walworth

	Administration	Program	Total
Staff Salaries	112	1,400	1,512
Staff Fringe Benefits	-	400	400
Staff Travel	-	-	-
Communications	-	-	-
Facilities (rent, utilities, maintenance)	-	-	-
Office Supplies	-	-	-
Testing & Instructional Materials	-	-	-
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	-	-
Lease	-	-	-
Training	-	-	-
Classroom (tuition, books, fees, etc.)	3,228	40,354	43,582
OJT Reimbursements	150	1,500	1,650
Customized Training	-	-	-
Supportive Services	82	1,000	1,082
Needs Related Payments	-	-	-
Audit Costs	-	-	-
Contracted Services	-	-	-
TOTAL	3,572	44,654	48,226

Form F

ARRA Back-up Budget

☐ Adult ☒ Dislocated Worker

WDA_1_

	Administration	Program	Total
Staff Salaries	36,215	72,575	108,790
Staff Fringe Benefits	13,685	32,225	45,910
Staff Travel	500	750	1,250
Communications	-	-	-
Facilities (rent, utilities, maintenance)	1,667	2,500	4,167
Office Supplies	167	100	267
Testing & Instructional Materials	-	7,700	7,700
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	16,519	16,519
Lease	-	-	-
Training	-	-	-
Classroom (tuition, books, fees, etc.)	6,791	568,783	575,574
OJT Reimbursements	150	1,500	1,650
Customized Training	-	-	-
Supportive Services	240	9,963	10,203
Needs Related Payments	-	-	-
Audit Costs	-	-	-
Contracted Services	-	-	-
TOTAL	59,414	712,615	772,030

Form F

ARRA Back-up Budget

☐ Adult ☒ Dislocated Worker

WDA_1_ Kenosha

Kenosha

	Administration	Program	Total
Staff Salaries	17,655	45,575	63,230
Staff Fringe Benefits	7,945	21,725	29,670
Staff Travel	-	-	-
Communications	-	-	-

Facilities (rent, utilities, maintenance)	-	-	-
Office Supplies	-	-	-
Testing & Instructional Materials	-	2,700	2,700
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	-	-
Lease	-	-	-
Training	-	-	-
Classroom (tuition, books, fees, etc.)	-	179,578	179,578
OJT Reimbursements	-	-	-
Customized Training	-	-	-
Supportive Services	-	6,963	6,963
Needs Related Payments	-	-	-
Audit Costs	-	-	-
Contracted Services	-	-	-
TOTAL	25,600	256,541	282,141

Racine

	Administration	Program	Total
Staff Salaries	18,000	20,000	38,000
Staff Fringe Benefits	5,500	7,500	13,000
Staff Travel	500	750	1,250
Communications	-	-	-
Facilities (rent, utilities, mainter	1,667	2,500	4,167
Office Supplies	167	100	267
Testing & Instructional Materials	-	5,000	5,000
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	16,519	16,519
Lease	-	-	-
Training	-	-	-
Classroom (tuition, books, fees, etc.)	-	303,939	303,939
OJT Reimbursements	-	-	-
Customized Training	-	-	-
Supportive Services	-	-	-
Needs Related Payments	-	-	-
Audit Costs	-	-	-

Contracted Services
TOTAL

25,833

356,308

382,142

Walworth

	Administration	Program	Total
Staff Salaries	560	7,000	7,560
Staff Fringe Benefits	240	3,000	3,240
Staff Travel	0	0	0
Communications	0	0	0
Facilities (rent, utilities, mainter	0	0	0
Office Supplies	0	0	0
Testing & Instructional Material	0	0	0
Equipment	0	0	0
Use/Depreciation	0	0	0
Purchase	0	0	0
Lease	0	0	0
Training	0	0	0
Classroom (tuition, books, fees,	6,791	85,266	92,057
OJT Reimbursements	150	1,500	1,650
Customized Training	0	0	0
Supportive Services	240	3,000	3,240
Needs Related Payments	0	0	0
Audit Costs	0	0	0
Contracted Services	0	0	0
TOTAL	7,981	99,766	107,747

Form G

ARRA Back-up Budget
Youth

WDA_1_

	Administration	Program	Total
Staff Salaries	40,015	20,500	60,515
Staff Fringe Benefits	12,931	3,600	16,531
Staff Travel	1,548	1,600	3,148
Communications	-	3,000	3,000
Facilities (rent, utilities, maintenance)	5,000	5,000	10,000
Office Supplies	224	500	724
Testing & Instructional Materials	-	#VALUE!	-
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	-	-
Lease	-	-	-
Training and Services	-	-	-
Wages and Stipends	9,449	784,376	793,825
ABE/GED/Work Ready	160	32,750	32,910
Supportive Services	56	17,700	17,756
Audit Costs	-	1,000	1,000
Contracted Services	-	13,538	13,538
TOTAL	69,383	883,564	952,947

Form G

ARRA Back-up Budget
Youth

WALWORTH

WDA_

1

Walworth

	Administration	Program	Total
Staff Salaries	280	3,500	3,780
Staff Fringe Benefits	-	600	600
Staff Travel	48	600	648
Communications	-	-	-
Facilities (rent, utilities, maintenance)	-	-	-

Office Supplies	24	300	324
Testing & Instructional Materials	-	-	-
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	-	-
Lease	-	-	-
Training and Services	-	-	-
Wages and Stipends	9,449	118,110	127,559
ABE/GED/Work Ready	160	2,000	2,160
Supportive Services	56	700	756
Audit Costs	-	-	-
Contracted Services	-	-	-
TOTAL	10,017	125,810	135,827

Racine

	Administration	Program	Total
Staff Salaries	17,666	17,000	34,666
Staff Fringe Benefits	3,000	3,000	6,000
Staff Travel	1,500	1,000	2,500
Communications	-	3,000	3,000
Facilities (rent, utilities, maintenance)	5,000	5,000	10,000
Office Supplies	200	200	400
Testing & Instructional Materials	-	-	-
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	-	-
Lease	-	-	-
Training and Services	-	-	-
Wages and Stipends	-	361,049	361,049
ABE/GED/Work Ready	-	15,000	15,000
Supportive Services	-	17,000	17,000
Audit Costs	-	1,000	1,000
Contracted Services	-	13,538	13,538
TOTAL	27,366	436,787	464,153

Kenosha

	Administration	Program	Total
Staff Salaries	22,069	-	22,069
Staff Fringe Benefits	9,931	-	9,931
Staff Travel	-	-	-
Communications	-	-	-
Facilities (rent, utilities, maintenance)	-	-	-
Office Supplies	-	-	-
Testing & Instructional Materials	-	-	-
Equipment	-	-	-
Use/Depreciation	-	-	-
Purchase	-	-	-
Lease	-	-	-
Training and Services	-	-	-
Wages and Stipends	-	305,217	305,217
ABE/GED/Work Ready	-	15,750	15,750
Supportive Services	-	-	-
Audit Costs	-	-	-
Contracted Services	-	-	-
TOTAL	32,000	320,967	352,967

Form H

ARRA Staffing
Plan☒ Adult☐ Dislocated Worker☐ YouthWDA 1

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
Program Manager-Kenosha	10,150	4%	18	7,308
Fiscal Manager-Kenosha	10,150	3%	18	5,481
Program Manager-Racine	1,958	33%	12	23,500
				-
				-
Administrative Staff Total	\$ 22,258	40%	12.00	\$ 36,289.00

Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
Case manager-Walworth	2,500	6%	12	1800
Employment Consultant-Racine	2,571	50%	12	30,850
				0
				0
				0
				0
				0
				0
Program Staff Total	\$ 5,071	56%	24.00	\$ 32,650
Staffing Total	\$ 27,329	96%	12.00	\$ 68,939

Form H

ARRA Staffing
Plan☒ Adult☐ Dislocated Worker☐ YouthWDA 1 Kenosha

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
Program Manager-Kenosha	10,150.00	0.04	18	7,308.00
Fiscal Manager-Kenosha	10,150.00	0.03	18	5,481.00

				-
				-
				-
Administrative Staff Total	\$ 20,300.00	7%	12.00	\$ 12,789.00

Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
				0
				0
				0
				0
				0
				0
				0
Program Staff Total	\$ -	0%	-	\$ -
Staffing Total	\$ 20,300.00	7%	12.00	\$ 12,789.00

Racine

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
Program Manager	1,958.33	33%	12	23,500
				0
				0
				0
				0
Administrative Staff Total	\$ 1,958.33	33%	12.00	\$ 23,500.00

Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
Employment Consultant	2,571	50%	12	30,850
				0
				0

				0
				0
				0
				0
Program Staff Total	\$ 2,570.83	50%	12.00	\$ 30,850.00
Staffing Total	\$ 4,529.16	83%	24.00	\$ 54,350.00

Walworth

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
No direct staff charges, allocated central office costs				0
				0
				0
				0
				0
				0
Administrative Staff Total	\$ -	0%	-	\$ -

Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
Case manager	2500	6%	12	1800
				0
				0
				0
				0
				0
				0
Program Staff Total	\$ 2,500.00	6%	12.00	\$ 1,800.00
Staffing Total	\$ 2,500.00	6%	12.00	\$ 1,800.00

SE WI WDA Policy for Work Readiness Certification in the WIA Summer Youth Program

Youth enrolled in the Summer Youth program will be assessed for Work Readiness Skills using a pre test that is selected by the Job or Workforce Development Centers to identify areas that need training or remediation. A service plan will be developed for the Youth and the Centers will arrange services that address the areas that need training or remediation. After training or remediation occurs, an assessment for Work Readiness Skills will be administered at an appropriate time using a post test. If the Summer Youth participant achieves the goals in their service plan as verified by the post test, the Youth will be awarded a Work Readiness Certification.